



**INTERN SOUGHT**

## **Communications Specialist**

Walla Walla, WA

Full time

Eight to 10 weeks (dates are flexible)

Pay: Minimum wage

### **DESCRIPTION**

Are you working toward a career in public relations, marketing, or media? You can get on-the-job, professional experience with media relations, advertising, social media outreach, event planning, and governmental procedures while working in the Communications Office of the City of Walla Walla.

### **WHAT YOU WILL LEARN**

You will learn how to perform a variety of professional media, communications and outreach-related, including those involving organizational branding, social media, graphics, audio/visual projects, public information, and content for official websites.

### **YOUR RESPONSIBILITIES**

- Assist in producing a broad range of printed and electronically disseminated materials and publications
- Provide support to internal clients to help them achieve communication goals
- Respond to public inquiries
- Assist in organizing and implementing public-outreach programs, including neighborhood block parties
- Promote communitywide understanding of City government processes, programs, and services
- Perform other related duties as assigned; interns are welcome to suggest new tasks they are interested in undertaking, and related skills they would like to develop

### **YOUR QUALIFICATIONS**

- Prefer sophomore or junior, but will consider other class levels
- Pursuing BA/BS in Communication, Marketing, Media, English, or related fields
- Interest in public relations, marketing, developing a social-media brand, etc.
- Knowledge of graphic and web design techniques preferred
- Experience in research, writing, and editing for publications preferred
- Proficiency in PC use, Office 365, and Adobe Creative Suite preferred
- Excellent skills in English usage, grammar, spelling, vocabulary, and punctuation
- Bilingual in English and Spanish is an asset

### **HOW TO APPLY**

Standard applications will include a resume and cover letter. As applicable, please include samples of your writing or design work, and links to web pages or social media accounts you've developed.

- Complete and submit your application through the system; or
- Email your materials to Communications Manager Brenden Koch at [bkoch@wallawalla.gov](mailto:bkoch@wallawalla.gov) (subject line: "Summer internship application")